

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Appointment Letter

We are pleased to formally offer you the position of [Job Title] at [Company Name]. Your expected start date is [Start Date].

This letter will outline the terms of your employment, including details about your role, salary, working hours, and other important information.

****Position**:**

You will be reporting to [Manager's Name/Title] and your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

****Compensation and Benefits**:**

Your starting salary will be [Salary Amount] per [hour/month/year].

Additional benefits include:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

****Working Hours**:**

Your standard working hours will be [Working Hours], from [Start Time] to [End Time], [Days of the Week].

****Conditions of Employment**:**

Your employment with [Company Name] is subject to [include any conditions such as probation period, background check, etc.].

We are excited to have you join our team and contribute to our success.

Please confirm your acceptance of this offer by signing below and returning a copy of this letter by [Deadline].

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Employee's Signature]

[Date]